



Western Australia Police Force Freedom of Information Application

(Pursuant to the *Freedom of Information Act 1992*)

Applicant Details

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|--------------------------------|-------|--------------|--|
| SURNAME | | GIVEN NAME/S | |
| DOB | PHONE | EMAIL | |
| AUSTRALIAN POSTAL ADDRESS | | | |
| SUBURB | | POSTCODE | |
| AGENT NAME AND CONTACT DETAILS | | | |

Application Type *(choose one)*

- Access to personal information** (no fee) - A request for access to documents containing your personal information only; can include your name, identifying details, contact information, personal images or other identifying matter.

OR

- Access to non-personal information** (\$30.00 application fee, additional charges may apply) - A request for access to documents containing information that is not limited to your personal information only; can include police actions, circumstantial information, and subject to the Act and/or consultation, information regarding third parties.

The agency may be able to deal with your request sooner if you agree to the below;

- I consent to all 'personal information' of third parties being deleted from the requested documents. *(Removed information can include names, contact details, signatures and identifying information of third parties that are not state and local government officers)*
- I consent to all 'prescribed details' of officers of an agency being deleted from the requested documents. *(Removed information can include names and position titles of officers of the agency)*

Document Description *(include dates/locations/reference numbers, if applicable)*

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Access Method *(choose one of the following forms of access)*

- Email Post Collection Other, *please specify:*

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|-----------------------|------|--------------------------------------|
| APPLICANT'S SIGNATURE | DATE | ID ATTACHED <input type="checkbox"/> |
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|-----------------|-------------|------------------|
| Office Use Only | Receipt No: | Date of Receipt: |
|-----------------|-------------|------------------|

INFORMATION RELATING TO FREEDOM OF INFORMATION (FOI) APPLICATIONS

If you require assistance with your application, please contact the Western Australia Police Force Public Access unit on (08) 6229 5911 or by emailing freedom.of.information@police.wa.gov.au.

Please provide as much information as possible to enable the identification of relevant documents and refrain from using descriptive terms that are all encompassing such as 'all documents relating/pertaining to'.

A valid application will be processed as soon as possible (and, in any case, within 45 days after it is received or an extended timeframe agreed upon with the applicant).

A commercially printed copy of the *Freedom of Information Act 1992* is available for purchase from the State Law Publisher (www.slp.wa.gov.au), or freely available to download from the Department of Justice Parliamentary Counsel's Office website (www.legislation.wa.gov.au).

Forms of Access

You may request access to documents in many ways including by inspection or requesting a copy of a document. Other methods of access are available.

Where WA Police Force are unable to grant access in the form requested, access may be given in another form.

Fees and Charges

PERSONAL INFORMATION: No fees or charges are applicable for access applications requesting (only) the personal information of the applicant.

NON-PERSONAL INFORMATION: \$30.00 application fee required at the time of lodgement. Payment of application fees can be in the form of cheque or money order made payable to the Commissioner of Police. If lodging in person, EFTPOS or cash payment options are also available. This fee cannot be waived, and is required to make a valid application.

Additional charges may apply for dealing with the application, postage, reproduction of documents or specialised access arrangements. Additional charges may be waived if the applicant is impecunious and able to provide evidence to substantiate this claim.

No fees are applicable for an internal or external review.

Identification / Authority

Proof of ID is required before any documentation is released. This can be in the form of a Driver's Licence, Passport, Centrelink document or other form of photo identification.

If you are seeking access to document/s on behalf of another person or organisation, a signed and dated statement of authority must be included with the application.

If you are seeking access to documents relating to a deceased party, proof of closest/nearest relative status may be requested.

Lodgement of Applications

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| By post: Manager (Freedom of Information) Public Access WA Police Force Locked Bag 20 Perth Business Centre WA 6849 | In person: Manager (Freedom of Information) Public Access WA Police Force Westralia Square Level 5, 141 St Georges Terrace |
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